

**CONFIDENTIAL APPLICATION**

Salary	Perm/Yr.	Temp/Hr.
Preferred		
Will Accept		
Present		

1050 Connecticut Ave., NW 10<sup>th</sup> Floor, Washington, DC20036

Last Name	First Name	Initial	Maiden Name	Counselor
Street Address			Home Phone #	Today's Date
City	State	Zip Code	Citizenship	Soc. Sec. #
Reference of Present Job:	Name:	Title:	Telephone:	
<i>How were you referred to Woodside?</i>				
<i>Please list other agencies with which you are registered.</i>				
<i>Please list companies you have already contact or sent a resume to.</i>				
<i>Have you ever been refused a bond?</i>				
<i>Have you ever been discharged or requested to resign a position? If so, please explain:</i>				
<i>Have you ever been convicted of a felony in this or any other state, in which you have received a sentence?</i>				

EMPLOYER (List Most Recent First)	SALARY	Dates	Reason for Leaving
Co. Name Address: Supervisor: Telephone:	Starting:  Ending:		
Co. Name: Address: Supervisor: Telephone:	Starting:  Ending:		
Co. Name: Address: Supervisor: Telephone:	Starting:  Ending:		

*Presently employed in a permanent job?*

*Do you have to give notice upon termination?*

*If unemployed, will you want short-term temp jobs between interviews?*

SKILLS: Typing	Shorthand:
Software: <i>Beginner</i>	<i>Intermediate:</i> <i>Advanced:</i>

I verify that all information on this application is correct and I understand that the verification/documentation of proper identification for the attached Immigration Reform and Control Act is mandatory in order for Woodside to refer me to any of their clients

**DISCLOSURE STATEMENT:** I hereby give Woodside Employment Consultants, Inc. and/or Woodside Temporaries, Inc. permission to contact all previous employers, with the exception of my current employer, for the purpose of obtaining references. In efforts to assist me in securing a new position, I further authorize Woodside to furnish these references to prospective clients/employers in strict confidence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer all questions correctly and thoroughly.**

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- Previous Specialized Experience**
- SECRETARIAL: Legal
  - SECRETARIAL: Hill
  - SECRETARIAL: Medical
  - SECRETARIAL: Other
  - ADMINISTRATIVE
  - CLERICAL
  - RECEPTIONIST
  - DOCUMENT CODING
  - PARALEGAL
  - SUPERVISORY: (How many did you supervise? \_\_\_\_\_)
  - CONVENTION/MEETING PLANNING
  - GOVERNMENT AGENCY
  - BROADCASTING
  - MARKETING
  - FINANCIAL/ACCOUNTING
  - PURCHASING
  - PUBLICATIONS/EDITOR
  - MORTGAGE/REAL ESTATE
  - INSURANCE
  - WORD PROCESS. OR D/E
  - GRAPHIC ARTS/DESIGN
  - HUMAN RESOURCES
  - PROJECT MANAGEMENT
  - TECHNICAL-ENGINEER
  - TECHNICAL-ARCHITECT
  - TECHNICAL-IMPLEMENT.
  - TECHNICAL-OTHER

BUSINESS PHONE: \_\_\_\_\_

ALT. PHONE: \_\_\_\_\_

H.S. NAME & GRAD. DATE: \_\_\_\_\_

COLLEGE NAME AND DATES: \_\_\_\_\_

Highest Level: 1 2 3 4  
Degree: \_\_\_\_\_

Emergency Contact (Name/Phone): \_\_\_\_\_

Security Clearances: (Please list all)